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7 August 1963

MEMORANDUM FOR : Mr. Kirkpatrick

SUBJECT : Report of Cable Secretariat Operations from 1-31 July 63

1. Cables Processed

a. CIA cables processed totaled 19,536 IN cables, 7,116 OUT cables, 1,584 TD s, and 3,048 miscellaneous items for a total of 31,284 work items. This represents an increase of 6,169 items or 25% over the 1962 monthly average of 25,155 work items.

b. Non-CIA cables totaled 14,185, an increase of 1,220 or 9% over the 1962 monthly average of 12,965.

c. The combined work units of CIA and non-CIA cables including miscellaneous and service requests totaled 45,469 items. The July total represents an increase of 7,351 or 19% over the 1962 monthly average of 38,118. The Cable Secretariat did a daily average of 1,467 items each 24 hours including Saturdays and Sundays.

d. 1,070 cables or 2.5% of all cables processed were furnished to the Director as compared to 1,260 or 3% for June 1963.

2. Personnel

During the month we gained five people and lost two giving us a total strength of [REDACTED] against a ceiling of [REDACTED]

3. General

a. We are currently looking into the feasibility of revising our OUT cable form 12 to use NCR paper and to omit the reproducible master. We have experienced difficulty for years in obtaining the proper carbon reproducible master set. By switching to a NCR form, this problem would be eliminated. We would ask the originator to prepare his cable on a sheet of white paper placed in a package with NCR copies, and we would then prepare a Xerox master as we do now for our IN messages. The current form 12 costs us

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\$48.69 per thousand, or .0486 cents each. As a rough estimate, for every form we receive in the Cable Secretariat, two forms are apparently wasted as drafts--at least they don't show up in our office. This means that every OUT cable is costing the Agency approximately 15¢ a page. By switching to NCR, at a cost of approximately \$30 per thousand, or .03 cents each, and assuming the same waste/use ratio, each OUT form received in the Cable Secretariat would represent a cost of .09 cents. Add to this the cost of xeroxing--.05 cents--and our cable costs us 14¢ a page. While there is no appreciable saving, the system would be uniform and we would be freed from the aggravating problem of trying to get a compatible carbon and reproducible master, and we would be able to reproduce the items more easily. I believe the cable writers would find the form easier to use as well. I will report later as we get more facts. Meanwhile we will put out a notice to our cable writers the need to draft messages on something other than the form 12. X

b. We are beginning to work on the CIA Reference File (former Signal Center Archives). While there are changes needed to meet our concepts, we envision no great difficulties and even hope to gain something in efficiency.

[Redacted Signature]

Cable Secretary

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*notes by LBK
8 Aug 63*